



**DEPARTMENT OF VETERANS AFFAIRS**  
**Veterans Health Administration**  
**Washington DC 20420**

**National Center for Ethics in Health Care**  
**Ethics Policy Chief**

***Functional Statement***

The Ethics Policy Chief supports the Director, National Center for Ethics in Health Care, in assuring the clinical relevance and effectiveness of the Ethics Center's projects and programs. S/he reports to the Deputy Director and works closely with her and with other VHA program offices. The chief has supervisory responsibility for assigned professional staff. Principal responsibilities are: (1) lead the development of national ethics policies; and, (2) participate in health care ethics consultations, especially consultations that come from other VHA program offices.

The incumbent utilizes relevant clinical knowledge, experience and knowledge of ethics concepts and issues, plus experience in health care policy to support and advance the Ethics Center's mission and programs. These activities are national in scope. The incumbent functions independently and in collaboration with the Director and Deputy Director in making suggestions concerning policy development and analysis, and in responding to ethics consultations. S/he completes specific projects and provides advice, consultation, and expertise to assist the Director and others, as described below. This is a full-time position, in which the incumbent spends approximately 1 day per week performing clinical work in a local VA medical facility.

The incumbent applies current clinical knowledge and practical experience in complex health care settings to the analysis and review of ethics policy issues and to ethics consultations. An active part-time clinical practice in VHA is essential to ensuring that this knowledge is current and that experience is directly relevant to VA staff and veterans.

The National Center for Ethics in Health Care develops and implements a range of *practical* ethics programs to address the issues that arise in the nation's largest health care system. Major activities include ethics policy development and analysis, ethics consultation, education, report development, and program evaluation related to clinical, research, and organizational ethics. The Ethics Center's main office is located at VA headquarters in Washington, DC, with two other offices in New York City and Seattle, WA. This position is in the Washington, DC office.

**Qualifications:**

This position will be filled through VA's Title 38 hiring authority for physicians, nurses, and certain other clinical occupations. Title 38 applicants must have a degree obtained from an approved professional school and a current, full, unrestricted license. The incumbent must be a U.S. citizen.

Experience in policy formulation and implementation is expected to be at the State or national level, or for a multi-facility health care system. In addition to superb communication skills, requirements also include critical thinking, negotiation/consensus building, and sound judgment.

Experience is expected to include projects and responsibilities related to organizational or business ethics and clinical ethics. Knowledge of VHA's organization, mission and operations is preferred. Knowledge and familiarity with VHA's electronic medical record system is also desirable but not required.

**Principal Duties:**

1. Lead the development of national ethics policy for VHA (e.g., policy on informed consent, advance care planning, end-of-life care, disclosure of adverse events, and others).

2. Provide expert analysis and advice regarding the ethical aspects of health care policies and guidance on critical and complex ethical issues.
3. Participate in the dissemination of, and education related to, national ethics policies, via consultations and communications products.
4. Serve as supervisor/mentor to approximately two assigned staff.
5. Participate in approximately four ethics consultations per month.
6. Participate in selected ongoing activities of the Center.
7. Provide clinical care at a local VA medical center approximately one day per week.

**Additional Information:** Target date for filling this position: January 1, 2007

**Location:** VA Headquarters, Washington, D.C.

**Salary:** Based on qualifications and experience.

**Application Process:** Applications will be accepted until the position is filled. To apply, please forward a letter of interest and curriculum vitae to:

Claire Maklan, MPH, PhD  
Executive Assistant  
National Center for Ethics in Health Care (10E)  
Veterans Health Administration  
810 Vermont Ave., N.W.  
Washington, D.C. 20420  
[craig.maklan@va.gov](mailto:craig.maklan@va.gov)